

Schedule for Mission Oriented Business Integration Services (MOBIS)

DASH GROUP, INC.

1. Contract Information

Contract Number	GS-10F-0500N
FSC Group	874
FSC Class	R499
Special Item Numbers (SINs)	874-1, 874-2, 874-7
Contract Period	July 16, 2008 to July 15, 2013 (First Option period)
Price List	Current through Modification PS-0002 dated May 29, 2008
Prices Effective	July 16, 2008

2. Company Information

Business Size	Small, Woman-Owned Business
Registered Office	16313 Banbury Lane, Bowie, MD 20715 Tel: 301-805-9700, Fax: 301-805-5137
Washington DC Office	1875 Eye Street, NW, Suite 505 Tel: 202-429-2075, Fax: 202-429-9574
Web Site	www.dashgroupinc.net
Taxpayer Identification Number	52-2358788
Duns Number	10-3001348

3. Contract Administration

Contact	Parag Ambardekar
Telephone & Fax	Tel.: 301-805-9700 Fax: 301-805-5137
Address	16313 Banbury Lane, Bowie, MD 20715
e-Mail	Parag@dashgroupinc.net
Web Site	www.dashgroupinc.net

4. Customer Information

1a. SINS Offered

874-1 Consulting Services	Page 5
874-2 Facilitation Services	Page 7
874-7 Program Integration and Project Management Services	Page 9

1b. Hourly Rates: See Page 20

1c. Labor Category Descriptions: See Page 11

2. Maximum Order. \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production: Same as contractor

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: Already included in net pricing

8. Prompt payment terms: 1 %-15 Days, Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): None

11 a. Time of Delivery: As specified on the Task Order

11 b. Expedited Delivery: Negotiated by Task Order

11 c. Overnight and 2-day delivery: Contact the Contractor

11d. Urgent Requirements: Contact the Contractor's representative to effect a faster delivery: Contact Contractor

12. F.O.S Points(s): Destination

13a. Ordering Address(es):

For mailed orders send it to

**Parag Ambardekar
16313 Banbury Lane,
Bowie, MD 20715**

For electronic orders send it to

Parag @dashgroupinc.net

For faxed orders send it to

Attn: Parag Ambardekar, Director of Contracts

Fax # 301-805-5137

14. **Payment addressees:**
Attn: Parag Ambardekar
Dash Group, Inc.
16313 Banbury Lane
Bowie, MD 20715
15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export Packing Charges (if applicable):** *N/A*
17. **Terms and conditions of Government purchase card acceptance:** Contact the Contactor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
19. **Terms and conditions of installation (if applicable):** *N/A*
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 20a. **Terms and conditions for any other services (if applicable):** *N/A*
21. **List of service and distribution points (if applicable):** *N/A*
22. **List of participating dealers (if applicable):** *N/A* –
23. **Preventive maintenance (if applicable):** *N/A*
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** *N/A*
- 24b. **Section 508 compliant**
25. **Data Universal Numbering System (DUNS) number:** 10-3001348
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Contractor will accept LH and FFP:** Government Awarded Prices (Net Prices)

5. Company Overview

Dash Group, Inc. (DGI) is a small, woman-owned business incorporated in the State of Maryland. Its mission is to assist clients in organizational transformation through Strategic Planning, Change Management, Project Management, and Process Engineering services. The company assists federal and commercial sector clients in improving their execution of key initiatives. Clients include Fannie Mae, Freddie Mac, General Service Administration, U.S. Department of Agriculture (USDA), and McGraw-Hill. DGI prides itself on providing Big-4 consulting expertise at small business rates. Personal involvement of company principals, absence of body-shopping mentality, and an impeccable track record in federal and commercial clients sets the company apart from its competition. More information for DGI can be found on the Internet at www.dashgroupinc.net

6. Description of Services

Dash Group, Inc. has been awarded a contract by GSA to provide services under three Special Item Numbers (SINs). The SINs provide examples only and are not meant to exclude or limit any genuine mission oriented business integration services.

SIN 874-1: Consulting Services

SIN Description

Contractors shall provide expert advice, guidance, or counseling in support of agencies' management, organization, and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. A few examples of the consultation services available include strategic, business, and action planning; systems alignment, cycle time reduction, high performance work, leadership training; performance measures and indicators; process and productivity improvement, program audits and evaluations.

Examples of Service Offerings

This section provides a brief description of the consulting services Dash Group, Inc. offers under SIN 874-1. Please note that the services listed below are examples of the types of services Dash Group, Inc. provides to clients. There is no attempt to exclude or limit the types of consulting services Dash Group, Inc. can provide in Strategic Action Planning, Performance Management, Organizational assessment, Diagnostic Assessments,, Source Selection, Process and Productivity Improvement.

Strategic Action Planning: Assistance in articulating the mission of an organization, identifying critical goals, developing strategies to achieve these goals, and communicating this intent to stakeholders.

Diagnostic Assessment of Organization and Initiatives: Assessing the organization's capability to support strategic goals and key initiatives, mapping capability improvement needs to goals, and developing actionable roadmaps.

Governance: Assessing the existing Governance framework, identifying improvement needs, assistance in scoping and creating the Governance framework, developing processes to enable successful implementation of critical initiatives, and mentoring of staff to institutionalize the governance framework.

Performance Management: Formulate specific organizational goals and objectives from the mission in quantifiable terms, which serve as guidelines for future performance and evaluation of past performance using metrics and performance measures and methodologies such as Balanced Scorecard.

Performance Measures and Indicators: Assistance to identify relevant metrics and performance indicators to track the progress or quality of products on an initiative or strategic goal/s. The support usually includes developing a process to capture the relevant data, training the staff, and assisting them in the use and application of metrics.

Source Selection: Assistance to clients to develop proposals for key initiatives. Dash Group, Inc. provides services to develop evaluation factors and criteria to enable Government to select the source with the best overall value. The services also involve evaluating vendors, their products, and/or their responses to proposals. It may involve assistance to client in contract negotiation to save costs or drawing up service level agreements.

Strategic Technology Management: The services identify, evaluate, and make trade-offs to assess critical technological solutions, which may alter the way an organization conducts business.

Improvement of Process and Internal Controls: Assessment of a process or a set of business processes, identifying the improvements needed in terms of cycle time, lower error rate, or costs and developing a better process to improve the controls, reduce cycle time, lower error rate, or reduce costs.

SIN 874-2: Facilitation Services

SIN Description

Contractors shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in the use of problem solving techniques; defining and refining agenda; convening and leading group discussions; resolving disputes, disagreements, and divergent views; recording discussion content and focusing decision-making; providing a draft for the permanent record; and debriefing and overall planning.

Examples of Service Offerings

This section provides a brief description of the consulting services Dash Group, Inc. offers under SIN 874-2. Please note that the services listed below are examples of the types of services Dash Group, Inc. provides to clients. There is no attempt to exclude or limit the types of consulting services Dash Group, Inc. can provide in Meeting planning, agenda definition, facilitation of meetings, use of problem solving techniques to resolve disputes or disagreements, capturing discussion content, and providing documentation for the record.

Define Meeting Logistics: Select the right venue, time, and place to assure participation of critical parties and establishing an environment that facilitates meeting the objectives of the meeting.

Meeting Planning: Arranging and supporting venue selection, registration, travel and accommodations needs.

Identifying Meeting Agenda: Develop or streamline an existing agenda to assure the best use of time, balance between too few items slated for discussion or too many items on the agenda to give any one item adequate time.

Identify Meeting Strategy: Influence the conduct of the meeting to ensure that it will achieve its stated goals. Items that need careful consideration include: Role of presenters, tools and technology needed, and dividing the attendees in breakout sessions to work on relevant topics versus having one general session throughout.

Facilitation and Management of Meetings: Provide meeting facilitation and problem solving techniques to keep the discussion in the meeting focused on agenda and within the timelines planned for the event. Dash Group, Inc. facilitators have training and experience to know when to interject and intervene and when to stay in the background. The interjection and intervention is mainly to get the meeting “Unstuck” from an issue, promote the creativity of all participants, and not allow one or two participants to “hijack” the meeting.

Creative Problem Solving and/or Resolution of Disputes: Provide assistance as a neutral party to identify the cause of the problem or develop creative solutions through brainstorming techniques such as fishbone diagrams, Pareto analysis, or process flowcharts when groups get deadlocked over a vexing problem or divergent views.

Post-Meeting Debriefing and Generation of Meeting Record: Services include a debrief after each session to use the feedback for the next session, generation of meeting minutes, and action items to provide a permanent record of the meeting.

SIN 874-7: Program Integration & Project Management

SIN Description

Contractors shall provide services to manage and integrate various management and business improvement programs and projects that may or may not be the result of MOBIS recommendations to a federal activity. The se services may include projects internal to or between Federal agencies; project management that connects and maintains liaison between multiple contractors; and monitoring of multiple projects.

Examples of Service Offerings

This section provides a brief description of the consulting services Dash Group, Inc. offers under SIN 874-7. Please note that the services listed below are examples of the types of services Dash Group, Inc. provides to clients. There is no attempt to exclude or limit the types of consulting services Dash Group, Inc. can provide in program audits, program/project planning, Program Management Office (PMO) support, Program and Project Management, and Project Turnaround.

Project Assessment or Audits: Conduct a short one-to-three week independent audit of a project or a program as a diagnostic measure on a troubled program/project or as part of a best practice or compliance.

Program Planning: Plan a key initiative at a high level including project plan, major milestones, identification of internal and external dependencies, cost and resource estimates, and identification and mitigation of major risks.

Project Management: Manage one or more projects or a program for the entire duration or a phase including management of risk, scope, communication, client relationship, cost, schedule, human resources, and technical work

Project Turnaround: Assess what is wrong, decide what needs to be done, and implement the needed measures to bring the project back on track when cost, schedule, or quality of work on a project gets out of control and require temporary assistance or mentoring of the project team.

Program/Project Management Office Support: Assist a federal agency to set up a Program Management Office (PMO) to oversee the program or multiple projects underway or assist an existing PMO become more effective. The PMO support can vary widely depending on the needs of the agency or program. Sometimes, an agency needs the contractor staff to manage the entire PMO, sometimes the PMO support may include staff augmentation for certain skill areas that may be missing on the PMO team (e.g. Earned Value Management). Occasionally, an agency may require expert PMO support to mentor the PMO staff or project managers. Dash Group, Inc. staff can provide end-to-end support to meet your expectations from a PMO.

7. Summary of Labor Categories

This section provides a brief description of labor categories in terms of overall experience, specific responsibilities, and education. The descriptions specify minimum qualifications for respective category. Dash Group, Inc. prides itself on the deep skills and extensive experience of its employees. In general, an advanced degree equals 2 years of experience.

Strategy Director

Professional Experience: Strategy Directors have overall experience of 15 or more years with at least 10 years experience in strategic planning and at least two other functional areas related to strategic consulting such as organizational assessment, business architectures, change management, business process improvement, performance management, and program management. Strategy Directors have large scale line management experience which helps them to better understand the challenges faced by the agency executives. Dash Group, Inc. strategy directors have an advanced degree and most of them have a Master of Business Administration degree.

Responsibilities: The extensive experience allows strategy directors to assume overall responsibility for the consulting engagement and provide direction and thought leadership to the Dash Group, Inc. team and client personnel. They perform the following tasks:

- Provide overall direction to the consulting engagement
- Formulate and drive the strategy for the client
- Provide guidance in the functional areas of expertise
- Maintain and forge client relationship
- Oversee and manage the contract/s including financial management, staffing, and deliverables.

Minimum Education: A Master's Degree in a relevant field or Business Administration.

Business Systems Analyst IV

Professional Experience: Business Systems Analyst IV (s) have at least 10 years of professional experience and 7 years of related experience in business process analysis and redesign, change management, assessment of business architecture, or implementation efforts to transform an organization including software applications and business process reengineering.

Responsibilities: Business Systems Analyst IV (s) apply technical and functional skills to deliver intended results from a business initiative or a contract to the client. They provide guidance to contract teams to implement a change or transformation initiative. They leverage their subject matter expertise in business architecture, business process, or industry. Business Systems Analyst IV (s) perform such tasks as

- Lead, assist, or guide contract teams in reengineering or streamlining business processes
- Lead or assist in performing business analysis
- Assess, design, or implement new organizational structures
- Maintain and forge client relationship
- Develop or assist the contract manager in developing the contract deliverables
- Develop project budgets, manage the budgets, or assist the contract manager in monitoring the budgets.

Minimum Education: A Bachelor's Degree.

Business Process Analyst / Consultant

Professional Experience: Business Process Analyst /Consultant (s) have at least 7 years of professional experience and 5 years of experience in business process analysis and redesign, change management, or implementation efforts to

transform an organization including software applications and business process reengineering.

Responsibilities: Business Process Analyst / Consultant (s) apply technical and functional skills in business process assessment, analysis, and redesign to deliver intended results from a business initiative or a contract to the client. They assist in the implementation of a change or transformation initiative. They provide subject matter expertise in business architecture, business process, or industry. Business Process Analyst / Consultant (s) perform such tasks as

- Assist contract teams in reengineering or streamlining business processes
- Perform business analysis
- Assess, design, or implement new business processes
- Develop or assist the contract manager in developing the contract deliverables
- Assist contract manager in developing project budgets, manage the budgets, or assist the contract manager in monitoring the budgets.

Minimum Education: A Bachelor's Degree.

Business Systems Analyst

Professional Experience: Business Systems Analysts has at least 4 years of professional experience and 2 years of experience in business process analysis and redesign, change management, assessment of business architecture, or implementation efforts to transform an organization including software applications and business process reengineering.

Responsibilities: Business Systems Analysts applies technical and functional skills to assist the contract team deliver intended results from a business initiative or a contract to the client. They implement a change or transformation initiative. They provide subject matter expertise in business architecture, business process, or industry. Business Systems Analysts perform such tasks as:

- Reengineering or streamline business processes
- Perform business analysis
- Assess, design, or implement new organizational structures
- Develop or assist the contract manager in developing the contract deliverables

Minimum Education: A Bachelor's Degree.

Program Director

Professional Experience: Program Directors have overall experience of at least 12 years. They have broad experience in planning, managing, overseeing a program or advising client or Program Management office staff on every aspect related to program management. A Program Director's experience includes successful management of at least one large multi-year, multi-million dollar program or concurrent management of multiple projects. They have large scale line management experience and skills. The program and project management experience includes at least 8 years managing large program/s or managing multiple concurrent projects. They have industry certification such as PMI /PMP or training to stay abreast of the latest trends in the industry, best practices, and tools related to Program Management such as Microsoft MS-Project Server.

Responsibilities: The extensive experience allows program directors to assume overall responsibility for the consulting engagement, program, and contract. They provide direction and thought leadership to the Dash Group, Inc. team and client personnel. Program Directors apply their extensive experience in many different environments, applications, and technologies to assess or audit ongoing programs, advise clients on better execution, or manage the program.

Program Directors typically perform the following functions:

- Provide overall direction to the contract/project team

- Apply extensive experience and subject matter expertise to the programs, projects, or tasks to deliver intended results.
- Formulate, plan, drive, or turnaround the Program for the client
- Monitor the status of the program and take corrective action if needed
- Audits programs or projects to identify corrective actions
- Maintain and forge client relationship
- Oversee and manage the contract/s including financial management, staffing, and deliverables.

Minimum Education: A Master's Degree in a relevant field or Business Administration.

Project Manager II / Program Manager

Professional Experience: Project Manager II / Program Manager (s) have overall experience of at least 10 years. They have broad experience in planning, managing, overseeing a program or advising client or program Management office staff on every aspect related to program management. Program Managers' experience includes successful management of at least one large multi-year, multi-million dollar program or concurrent management of multiple projects. They have line management experience and skills. The program and project management experience includes at least 5 years managing large program or managing multiple concurrent projects. They have industry certification such as PMI /PMP or training to know the latest trends in the industry, best practices, and tools related to Program Management such as Microsoft MS-Project Server.

Responsibilities: The extensive experience allows Project Manager II / Program Manager (s) to assume overall responsibility for the contract, program, or a consulting engagement. They provide direction to the Dash Group, Inc. team and client personnel and apply their experience in one industry, application, tool, or a cross-industry experience in many different environments, industries,

applications, and technologies to advise clients, assess ongoing projects/programs, or run the program. They perform the following functions:

- Provide overall direction to the contract/project team
- Apply extensive experience and subject matter expertise to the program, projects, or tasks to deliver intended results.
- Formulate, plan, drive, or turnaround the Program for the client
- Monitor the status of the program and take corrective action if needed
- Audits programs or projects to identify corrective actions
- Maintain and forge client relationship
- Oversee and manage the contract/s including financial management, staffing, and deliverables.

Minimum Education: A Bachelor's Degree.

Project Manager I

Professional Experience: Project Manager I (s) have overall experience of at least 7 years. They have strong experience in planning, managing, overseeing a project or advising client or Program Management Office staff on every aspect related to project management. Project Manager I's experience includes successful management of at least two projects. The experience includes at least 3 years managing projects. They have industry certification such as PMI /PMP or training to know the latest trends in the industry, best practices, and tools related to Program Management such as Microsoft MS-Project Server

Responsibilities: Project Manager I (s) assume overall responsibility for the contract, program, or a consulting engagement. They provide direction to the Dash Group, Inc. team and client personnel. The Project Manager I (s) apply their experience to advise clients, assess ongoing project/program, or manage the project. They perform the following functions:

- Provide overall direction to the contract/project team
- Apply project management experience and subject matter expertise to the projects or tasks to deliver intended results.
- Formulate, plan, drive, or turnaround the project for the client
- Monitor the status of the project and take corrective action if needed
- Audits projects to identify corrective actions
- Build client relationship
- Oversee and manage the contract or project including financial management, staffing, and deliverables.

Minimum Education: A Bachelor's Degree.

Project Administrator

Professional Experience: Project Administrators provide program/project control support for strategic, tactical, and operational level tasks. They support program or project team in one or more aspects of the project or program. The support may include assistance on project plans, action item tracking, schedules, cost, or earned value management data. Project Administrators have overall experience of at least 4 years with at least 2 years supporting a program or project. They have overall understanding of project management discipline, tools, and methodology. They have experience and/or familiarity in using project management tools such as MS-Project Server.

Responsibilities: They assist the project team by performing one or more of the following functions:

- Assist in developing project plans
- Collect project data on tasks, costs, schedule milestones, etc..
- Analyze the data to determine schedule and cost variance
- Assist in compilation of project reports, briefings, and presentations.

- Record and maintain action items
- Follow up on various matters related to the project/program

Minimum Education: An associate Degree.

Information Services Consultant

Professional Experience: Information Services consultants have progressive experience of at least 7 years of professional experience. Their experience includes 5 years in the analysis and design of system applications. They have overall knowledge of application programming and system development methodologies, concepts, tools, and specific knowledge pertinent to the software, application, or industry. They provide system engineering and application development support to all phases of system/project life-cycle.

Responsibilities: They assist the project team by performing one or more of the following functions:

- Assist in requirements specification, design, and application development
- Develops technical work products related to the contract
- Apply specialized technical knowledge to advise clients and project team on technical matters
- Assist in the generation of technical deliverables

Minimum Education: A Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline.

Technical Consultant

Professional Experience: Technical consultants have progressive experience of at least 5 years of professional experience. Their experience includes at least 3 years in the analysis and design of system applications. They have overall knowledge of application programming and system development methodologies,

concepts, tools. They provide system engineering and application development support to all phases of system/project life-cycle.

Responsibilities: They assist the project team by performing one or more of the following functions:

- Assist in requirements specification, design, and application development
- Develops technical work products related to the contract
- Apply specialized technical knowledge to advise clients and project team on technical matters
- Assist in the generation of technical deliverables

Minimum Education: A Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline.

Administrative Assistant

Professional Experience: Administrative assistants possess 1 to 5 years of experience in assisting the clients and contract team on tasks related administrative and general support.

Responsibilities: Administrative assistants support project managers, program managers, program directors, project teams, or clients. Their responsibilities include but not limited to:

- Liaison with clients and contract/project teams
- Plan on-site or off-site meeting including venue selection and logistics
- Compilation of project reports, status reports, briefings, and presentations
- Word formatting of document deliverables
- Analysis of data and reports
- Telephone answering and transcription of dictation from tape

Minimum Education: High school diploma.

8. MOBIS Schedule Rates

Dash Group, Inc. has on-site rates for work performed at client site and off-site rates for work performed off site at our offices. Table A provides Off-site Rates and Table B provides On-site Rates for the labor categories approved under MOBIS Schedule.

TABLE A. OFF-SITE RATES PER HOUR BY SKILL CATEGORY

Labor Category	Year 6 7/16/08 To 7/15/09	Year 7 7/16/09 To 7/15/10	Year 8 7/16/10 To 7/15/11	Year 9 7/16/11 To 7/15/12	Year 10 7/16/12 To 7/15/13
Strategy/Engagement Director	\$176.48	\$181.77	\$187.23	\$192.84	\$198.63
Business Systems Analyst IV	\$114.19	\$117.62	\$121.14	\$124.78.	\$128.52
Business Process Analyst/consultant	\$102.02	\$105.08	\$108.23	\$111.48	\$114.82
Business Systems Analyst I	\$89.26	\$91.94	\$94.70	\$97.54	\$100.46
Program Director	\$182.25	\$187.72	\$193.35	\$199.15	\$205.12
Project Manager II / Program Manager	\$140.72	\$144.94	\$149.29	\$153.77	\$158.38
Project Manager I	\$109.58	\$112.87	\$116.25	\$119.74	\$123.33
Project Administrator	\$59.12	\$60.89	\$62.72	\$64.60	\$66.54
Information services Consultant	\$126.88	\$130.69	\$134.61	\$138.65	\$142.80
Technical Consultant	\$104.33	\$107.46	\$110.68	\$114.00	\$117.42
Administrative Assistant	\$46.37	\$47.76	\$49.19	\$50.67	\$52.19

TABLE B - ON-SITE RATES PER HOUR BY SKILL CATEGORY

Labor Category	Year 6 7/16/08 To 7/15/09	Year 7 7/16/09 To 7/15/10	Year 8 7/16/10 To 7/15/11	Year 9 7/16/11 To 7/15/12	Year 10 7/16/12 To 7/15/13
Strategy/Engagement Director	\$173.02	\$178.21	\$183.56	\$189.06	\$194.74
Business Systems Analyst IV	\$110.73	\$114.05	\$117.47	\$121.00	\$124.63
Business Process Analyst/consultant	\$99.20	\$102.18	\$105.24	\$108.40	\$111.65
Business Systems Analyst I	\$85.79	\$88.36	\$91.01	\$93.75	\$96.56
Program Director	\$178.79	\$184.15	\$189.68	\$195.37	\$201.23
Project Manager II / Program Manager	\$138.42	\$142.57	\$146.85	\$151.26	\$155.79
Project Manager I	\$106.12	\$109.30	\$112.58	\$115.96	\$119.44
Project Administrator	\$56.80	\$58.50	\$60.26	\$62.07	\$63.93
Information services Consultant	\$122.27	\$125.94	\$129.72	\$133.61	\$137.62
Technical Consultant	\$100.86	\$103.89	\$107.00	\$110.21	\$113.52
Administrative Assistant	\$44.05	\$45.37	\$46.73	\$48.13	\$49.58